

**EAST CENTRAL RAILWAY**

Office of the  
Principal Chief Materials Manager  
East Central Railway  
Hajipur-844101

**Stores Instruction No. 120 dated 9-5-2024**

**Sub: Effective use of User Depot Module (UDM of IREPS) by Users.**

Ref.: (i) Railway Board's letter no.2024/RS(IC)/166/1 dated : 04.04.2024  
(attached).

(ii) CRB and CAO's D.O. letter no.2022/RS(M)/Paperless /working  
/UDM dated : 04.06.2022 (attached).

It is noted that many stock holders in ECR have not yet transferred their materials/ inventories in UDM from manual ledgers as instructed by CRB vide ref. (ii) and they are still continuing with the manual ledgers. It has also been noted that many Consignees who have shifted to UDM are not posting the issue Vouchers timely due to which the consumption/ present inventories in their ledgers are not reliable. Further Many Consignees are not yet using the Warranty Claim module in UDM and lodging claims for replacement of defective items/ recovery of money.

In view of instructions contained in RB letters in reference above and decision in PLSC Meeting dt. 09.04.2024, following is decided which is to be complied strictly by all for effective use of UDM.

1. All consignees should update their material inventory in UDM and all material transactions at user-end should be carried out through UDM. Maintaining physical ledgers for materials, if any, should be discontinued immediately. After 01.06.2024 only e-ledgers in UDM shall be considered as authentic.
2. After 01.06.2024, stock verification of consignee depots should be done based on e-ledgers in UDM.
3. After 01.06.2024 any proposal for closure of stock sheet on account of non updation of UDM shall not be considered.
4. After 01.06.2024, stock available in UDM ledgers shall be deducted while taking next cycle procurement for stock items. Hence updating UDM Ledgers is important to ensure that the purchases are not done for less quantity due to non posting of UDM Ledgers leading to Crisis.
5. Physical ledgers which will be or have been closed should be kept in safe custody as per extant provisions.
6. It has been noted that large quantity of item are issued at a time to end users by UDM Supervisors/ Account Holders. It is to be ensured that bare minimum quantity

required for day to day maintenance (normally about 7 days requirement) are only issued to **end user** by UDM supervisors/ account holders.

7. Acknowledgement of items is not done even after receipt of the material by the consignee/UDM stock holder for prolonged period.

The issued material from Stores depot to any UDM User **or** from one UDM user to another UDM user must be acknowledged online without any delays, well within 07 days from the receipt of such material by them.

8. To ascertain the stock with different UDM Ledgers conveniently, if any material is received with 8 digit numeric PL Code/Item Code either against a Non stock PO or from Stores Depot; the same ( PL/Item Code) should kept in UDM ledgers and not changed.
9. Correct category code of item be mentioned in the UDM ledgers so that it can be ascertained whether material is New or Second hand or Scrap or Stores kept for Plan Head work. The category code to be adopted in ECR is as given in Annex. 'A'.
10. **WARRANTY CLAIM:** Many UDM users are not lodging online warranty claim in UDM in case of the material has failed within warranty period. Delay in Lodging Warranty Claim may result in lapse of Warranty period itself. Hence, it shall be ensured that Warranty Claim is lodged within 10 days from the date of any Warranty complaints after due examination. The pending warranty complaints for which no online Warranty claim has yet been lodged in UDM may be monitored by Branch Officers at least on fortnightly basis. Report is easily available online.
11. A whatsapp Group name "UDM: ECR+CRIS" exists where CRIS officials impart training as well as do troubleshooting. About 350+ users have joined it. Balance 275+ users shall also join it to upgrade their working skills.

This is issued with the concurrence of PFA and approval of GM/ECR.

Digitally Signed by Vijay  
Kumar  
Date: 09-05-2024 17:08:03  
Reason: Approved  
(Vijay Kumar)  
PCMM/ECR

**Distribution :**

- (i) Secy to GM : for kind information of GM please.
- (ii) All PHODs, All DRMs, FA&CAO/WST: for circulation to all stock holders/ Branch Officers and necessary actions pl.
- (iii) All Stores Officers, DyFA&CAO/S&W: for information & necessary action pl.

**Annex A**

**Sub:** Category-Code of Stores to be used/fed in UDM of ECR.

In UDM system, the items are to be kept under different Category. It is observed that in UDM, many consignees are not updating the category of stores in their Ledgers which creates problem while deciding the quantity to be procured. Hence all Consignees are advised to adopt the following Categories of stores in UDM.

**Category of Stores in UDM in ECR**

<b>Category Code</b>	<b>Definition</b>
<b>Category10- Ordinary New Stores</b>	New items received from stores depot either by Open line (Revenue) or by Workshop (WMS). Its Price will be the same as the issue price of that item from stores depot. For Non Stock items, it will be purchase Rates of PO.
<b>Category20 Second hand stores</b>	All released material which can be reused as it is or by local minor repairs in-house. The rate of such Second Hand Materials to be kept as half the rate of new items for purely ferrous items and 2/3 <sup>rd</sup> rate of New item for all Non-Ferrous/other items.  Apart from above, all distributed stocks to staff like Walkie Talkie/ Torches/Tools and plants etc. the accountal of which is maintained in ledgers of the supervisors to keep a track of the distributed stores will be categorized as Second Hand to distinguish it from the new stores which have not yet been distributed.
<b>Category30 Repairable Stores</b>	Major repairable items either by outside party or by HRT Workshop/ Sheds. e.g. Released CTRB/Released DG/released Loco Transformer which is to be repaired by an outsider or by Railways itself. Pricing will be in same manner as for second Hand Materials.
<b>Category40/50</b>	Not to be used in UDM of ECR.
<b>Category60 Special Stores</b>	Stock or non stock Stores reserved exclusively for works and other special purposes by Construction/Project Department. Rate will be as of New Material. e. g. All S&T items used for Project/Construction except those required by Open line will be categorized here. (Consignees to Read, Check and understand the difference between Category 10 and Category 60)
<b>Category70- Emergency Stores</b>	Not to be used in UDM of ECR.
<b>Category80 Scrap Stores</b>	All Scrap/obsolete items. Occasionally scrap may consist of second – hand or even new obsolete material which the Railway can neither consume itself nor can dispose of to other Railways. If they are originally in ledgers under the new Category, they have to be transferred in this Category after condemnation/survey committee sanction/approval of the controlling officer. If they are Scrap ab-initio, they may be categorized here directly. Rate will be as per rates of Scrap Schedule of ECR.



भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)



No. 2024/RS(IC)/166/1

नई दिल्ली New Delhi Dated: 04.04.2024

The General Managers, All Indian Railways/PUs, NF(C), CORE  
DG, RDSO/Lucknow, NAIR/Vadodara,  
PCAO, PLW/Patiala, COFMOW/New Delhi  
CAO, WPO/Patna, RWP/ Bela.

**Sub:** Effective use of 'User Depot Module' (UDM) of IREPS.

User Depot Module (UDM) of IREPS was launched on pan India basis in November, 2020, to digitize all material management activities at user end. The module enables online visibility of consumption pattern and inventory to all stakeholders over Indian Railways, hence, is an effective tool for better procurement decisions, monitoring and optimum utilization of resources. Effective use of UDM was emphasized by Board vide CRB & CEO's D.O. letter No.2022/RS(M)/Paperless Working/UDM dated 04.06.2022. The D.O. letter inter alia emphasized that from 1<sup>st</sup> July 2022 all such transactions would be through UDM and only e-ledgers would be maintained by stockholders. All Zones and Production Units have confirmed compliance to the same.

2. During a review meeting with PCMMs on 24.01.2024, most of the PCMMs mentioned that UDM data regarding consumption and available stock for many consignees are not reliable. As all receipts, be it from trade or from stores depots, are only through UDM, such inconsistency in data is mainly due to non-generation of issue vouchers through UDM (i.e. issuing material on paper without making entry in UDM). Many PCMMs opined that reliance on such faulty data for calculating the procurable quantity for stock items may result into less/ excess procurement. Such a situation may not only lead to poor inventory management but also affect production/ maintenance/ operation.

3. In view of above and to ensure UDM data reliability, following is decided:

i). All consignees should update their material inventory in UDM and all material transactions at user-end should be carried out through UDM. Maintaining physical ledgers for materials, if any, should be discontinued immediately. After 01.06.2024 only e-ledgers in UDM shall be considered as authentic.

ii). After 01.06.2024, stock available in UDM shall also be taken into consideration besides stock in stores depots, while taking procurement decision for stock items and for judging adequacy of coverage.


iii). After 01.06.2024, stock verification of consignee depots should be done based on e-ledgers in UDM. Stock verification in stores depot will continue as being done presently.

iv) After 01.06.2024 any proposal for closure of stock sheet on account of non updation of UDM shall not be considered.

v) Physical ledgers which will be or have been closed should be kept in safe custody as per extant provisions.

4. Zonal Railways may also consider putting in suitable checks for regulating issues to consignees based on stock available with them in UDM e-Ledgers.

This is issued with the concurrence of Accounts Directorate of Railway Board.

  
(Chandan Kumar)  
Director Railway Stores(IC)  
Railway Board

No. 2024/RS(IC)/166/1

Dated:04.04.2024

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Directors of Audit, All Indian Railways

  
For Member Finance  
Railway Board

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Chief Commissioner, Railway Safety, Lucknow  
Zonal Railway Training Institute, Sukadia Circle, Udaipur

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DG(Safety)  
Advisor/MR, EDPG/MR, OSD/MR, OSD/Coord/MR and Addl PS/MR  
All AMs, PEDs & Executive Directors of Railway Board



VINAY KUMAR TRIPATHI



अध्यक्ष एवं मुख्य कार्यकारी अधिकारी,  
रेलवे बोर्ड  
प्रधान प्रमुख सचिव, भारत सरकार  
रेल मंत्रालय

CHAIRMAN & CHIEF EXECUTIVE OFFICER  
RAILWAY BOARD  
EX OFFICIO PRINCIPAL SECRETARY  
GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS

DO No. 2022/RS(M)/Paperless Working/UDM

4th June, 2022

My dear General Manager &amp; CAO,

**Sub. : Effective use of User Depot Module (UDM) of IREPS.**

With the implementation of User Depot Module (UDM) of IREPS, material management activities upto last mile have been digitized. The module has enabled stakeholders to know the inventory of over Indian Railways for better procurement decision, monitoring and optimum utilization of resources.

For effective use of UDM, it was required to initially feed all the existing inventories in Digital Ledgers in UDM by all user depots/material users and all material transactions by such users to be done through UDM. It is, however, reported that many users have still not completed the one time activity of feeding available stock / inventory in UDM.

A drive in this regard may be launched with emphasis on:

1. On boarding of all depots on UDM.
2. Feeding all available materials in UDM so that true stock is reflected in Digital ledgers.
3. Once the one time stock feeding is completed, maintenance of physical ledgers may be done away with and only e-ledgers may be maintained by the stockholders.
4. All material transactions by user departments may be carried out through UDM.

I would like you to monitor the activities of onboarding of all depots, feeding of available stock/inventory and material transaction on UDM on your Railways/Units. I expect that from 1<sup>st</sup> July, 2022, all such transaction will be through UDM and only e-ledgers will be maintained by the stock holders. A feedback on the matter will be highly appreciated.

With best wishes,

Yours sincerely,

(Vinay Kumar Tripathi)

General Managers & CAOs,  
All Zonal Railways and Production Units

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30.06.22